

# Your Next Steps in Your Career

## BSB50120

## Diploma of Business + Diploma of Business Operations

### Course Details

**Course Code:**

BSB50120 (General) +  
BSB50120 (Operations)

**Duration:**

6-12 months  
(depending on  
experience)

**Delivery:**

Online + Unlimited  
Phone Sessions

**Nationally  
Recognised:**

Yes

**Suitable Roles:**

- Re-enter the workforce
- Career swapping
- Admin experience but no formal qualification
- Wanting to update skills



### Who is this course for?

If you want to gain the essential skills to manage business operations within your organisation. During this course you will learn how to run day-to-day operations smoothly, Manage business operational plans, undertake project work, facilitate continuous improvement, and developing personal work priorities to help support you in a variety of roles.

### Where can this course take you?

Your pathway into University! Gain entry into 2nd year University (Accounting, Business, Management, IT, or Hospitality studies) or entry into a 1st Year University Degree with over 30 courses to choose from.

Eligibility for a membership with Professional Associations, such as Institute of Managers and Leaders and The Australian Institute of Office Professionals.

*"My Diploma has allowed me to enter a new role and expand my horizons within my industry. This course has allowed me to enter a new role of Site Coordinator, I previously came from a plumbing tradesman background. I was acknowledged for my drive and ability to learn and recognised the skills gained from completing this course..."*

— James Metassa

\*Accurate as 14/3/2023 For the latest information see our webpage.

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([gti.edu.au/riskfree](http://gti.edu.au/riskfree))



### CONTACT US



**Phone**  
1800 998 500



**Website**  
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**Email**  
[enrol@globaltraining.edu.au](mailto:enrol@globaltraining.edu.au)



**Live Chat**  
[gti.edu.au/contact](http://gti.edu.au/contact)

# Here is how to pay the least amount for your **Qualification**

Click to take our **FREE FUNDING QUIZ** and find out which funding option suits you best.

**FUNDING QUIZ**

## Confused which options may suit you?

Our friendly staff are here to help you out. Give us a call and we will work out the best options for you. Click the button to book a call, or chat to us online.

**CONTACT US**

**Full price of this course is \$7,680. The remaining gap fee of your course can be paid via:**

- VET Student Loans - Covers 100% (Government Loan paid off through tax)
- Tax Deductions Available
- Skills Checkpoint Subsidy

**Call 1800 998 500 for more information**



**We look forward to seeing you at Graduation!**

## Units

There are **12 units** in this qualification.

Your units may differ depending if you have credits, if you are completing another qualification also at the same time or if you have chosen different electives.

### **BSBPEF402**

Develop personal work priorities

### **BSBSTR502**

Facilitate continuous improvement

### **BSBXCM501**

Lead communication in the workplace

### **BSBTWK503**

Manage meetings

### **BSBCRT511**

Develop critical thinking in others

### **BSBOPS504**

Manage business risk

### **BSBWHS521**

Ensure a safe workplace for a work area

### **BSBOPS501**

Manage business resources

### **BSBOPS502**

Manage business operational plans

### **BSBFIN501**

Manage Budgets and financial plans

### **BSBSUS511**

Develop workplace policies and procedures for sustainability

### **BSBPMG430**

Undertake project work

## NEXT STEPS

**1**

### **Choose Funding**

Complete our Funding Quiz OR Call Us on 1800 998 500 to find out what funding you are eligible for.

**2**

### **Enrol!**

Meet your Completion Coach and Trainer and get started on your course.